

## CLARK COUNTY PUBLIC FACILITIES DISTRICT (CCPFD) PROCEEDINGS

APRIL 5, 2004

CLARK COUNTY, WASHINGTON

The Clark County Public Facilities District (CCPFD) convened in the Public Services Center, 1300 Franklin Street, Vancouver, Washington.

### MEMBERS PRESENT

Paul Winters, Debbie Abraham, Phil Parker, and Jerry Kolke.

### MEMBER(S) ABSENT

Brett Wilkerson

### STAFF PRESENT

Bill Barron, Kelly Sills, Paul Lewis, Doug Johnston, and Bronson Potter.

### CALL TO ORDER

Chair Winters called the meeting to order at 5:02 p.m.

### ROLL CALL

Kelly Sills called the roll and confirmed that a quorum was present.

### ELECTION OF OFFICERS

Chair Winters explained that the CCPFD bylaws require election of new officers at this time since officer terms are for one year. Chair Winters opened the floor to officer nominations.

Paul Winters was **nominated** for Chair by Debbie Abraham. **Seconded** by Jerry Kolke and **approved**.

Debbie Abraham was **nominated** for Vice-Chair by Jerry Kolke. **Seconded** by Paul Winters and **approved**.

Jerry Kolke was **nominated** by Debbie Abraham for Secretary. **Seconded** by Paul Winters and **approved**.

### PFD FINANCIAL REPORT

Kelly Sills distributed preliminary numbers through April 1, 2004 as provided by John Payne. Michael Plymale introduced himself and discussed a meeting schedule which would allow him to provide quarterly financial reports to the Board.

### MEETING FREQUENCY

Kelly Sills distributed a draft resolution for the Board to declare that its regular meetings be held quarterly on the first Monday of February, May, August, and November at 5:00 p.m. in the Clark County Public Services Center. This schedule would coordinate with Michael Plymale's ability to provide quarterly financial reports to the Board. The resolution was **moved** by Phil Parker, **seconded** by Debbie Abraham, and **approved** as submitted. Kelly clarified that, with this action, the next regular meeting of the Board would be on 03MAY04.

### PUBLIC COMMENT

No public comment submitted.

#### **APPROVAL OF MINUTES**

The minutes from February 13, 2004 were **moved** by Debbie Abraham, **seconded** by Jerry Kolke, and **approved** as written.

#### **APPROVAL OF CLAIMS**

Kelly Sills presented claims by Foster-Pepper-Shefelman (\$15,552.82, including \$12,000 for services as Bond Anticipation Note [BAN] counsel), Regional Financial Advisors (\$8,088.59, including \$7,477.84 for services as BAN financial advisor), and Bank of America (\$2,500 as BAN provider). The total claims amount of \$26,141.41 was **moved** by Jerry Kolke, **seconded** by Debbie Abraham, and **approved** for payment.

#### **TOURISM PROMOTION AREA**

Kelly Sills provided the Board with an update regarding the tourism promotion area (TPA) process. He explained that the TPA must be initiated by hoteliers with 40 or more lodging rooms. Hoteliers must submit to the County petitions representing hotels that would generate 60% or more of anticipated TPA revenue before the Board of Commissioners could enact such an area. Kelly is currently gathering occupancy and exemptions data from hotels in order to more accurately validate attainment of the 60% threshold. Not all hotels are willing to sign the petition because it would mean imposition of an additional \$2 per room night charge on lodgers. This charge is in addition to the current 4% in lodging taxes paid by lodgers. Total revenue anticipated from the TPA would probably be \$500,000 to \$800,000 per year. If the 60% threshold can be attained through the hoteliers' petition drive, and the Board of Commissioners chooses to create the TPA in coordination with the City of Vancouver and the Convention and Visitors Bureau (CVB), then it may be enacted as early as August or September 2004. All funds derived from the TPA would be provided to the CVB exclusively. In return for creating the TPA, the CVB Board would be reconfigured to ensure a majority controlling interest by TPA-generating hotels.

#### **EXPOSITION CENTER PROJECT UPDATE**

Doug Johnston distributed an informational packet including an updated map, budget, and schedule to the Board regarding the Exposition Center project. The packet included a drawing of the structure in an active state. The budget indicated that approximately 84% of total project cost (\$15,116,357) was for "hard" construction, while the remainder (\$2,824,792) was for such "soft" costs as permits and fees, utility connections and fees, architect and engineering fees, etc. Doug indicated that the third bid package, which importantly includes steel costs, will be opened on 13APR04. The project is approximately one week behind schedule, primarily because of soil type issues (new soil had to be brought onto the project site in order to improve compaction). Doug indicated that the project managers are finding ways to make up for lost time on that schedule. Bill Barron indicated that the project has, so far, drawn down around \$6 million at just 1.37% interest.

#### **COUNTY - COUNTY PFD MEMORANDUM OF UNDERSTANDING**

Chair Winters indicated that, during its last meeting, the Board authorized him to work with Bronson Potter and Hugh Spitzer to finalize a modified MOU and to sign it under the condition that it be limited to excess and reserve revenues for financing and operation of Fairgrounds Master Plan projects, and that it not include determination of the disposition of surplus revenue. Bronson Potter distributed the most recent draft of the MOU, and noted that he has a conflict of interest between serving the Board of Commissioners and CCPFD simultaneously, and that Hugh Spitzer has been representing the PFD on the MOU negotiations. Bronson proceeded to describe significant language changes that have been

made since the last CCPFD meeting, primarily focusing the Board's attention on use of "Fairgrounds Project" in place of "Exposition Center," and section 5.1 of the MOU titled, "Dedication of Reserved County Sales and Use Taxes, Excess Revenues, and Surplus Revenues." Following language changes to section 5.1 and elsewhere in the MOU, **moved** by Debbie Abraham, **seconded** by Jerry Kolke, and **approved** that the Board support the MOU with the concurred changes and that Chair Winters be granted authority to sign the MOU once Bronson makes the appropriate changes to a final document.

#### **GOOD OF THE ORDER**

- Paul Lewis reported on construction of the downtown Vancouver conference center/hotel project. He indicated that the project is progressing well, although the construction schedule had been delayed a couple of weeks due to archaeological findings. However, thanks to the recent dry weather the construction manager is making up for lost time. The project is also seeking to obtain Leadership in Energy Efficient Design (LEED) certification. Utilities in the vicinity of the site are in the process of being undergrounded. Paul indicated that client leads for use of the conference center are being received by Hilton must faster than originally expected. RFPs have been issued for an asset manager and for naming rights. The arts budget is being reviewed for both public art and artwork throughout the facility with the desire to upgrade both if funding can be obtained.

#### **ADJOURNMENT**

**Moved** by Jerry Kolke, **seconded** by Phil Parker, and **approved** to adjourn the meeting. The Board adjourned its meeting at 5:54 p.m.

The next meeting of the CCPFD will be on 03MAY04 at 5:00 p.m. in the Clark County Public Services Center (Sixth Floor).